|  |
| --- |
| **PURPOSE:** As a parent/guardian of a special education child or child suspected of needing special education services, the school district is required to provide you with prior written notice whenever it **proposes or refuses** to initiate or change the identification, evaluation, educational placement, or provision of a free appropriate public education to your child. This notice should be given to you after a district makes a decision and before action is taken on the decision. The notice should be given to you in a reasonable amount of time before the district takes action. |

# PRIOR WRITTEN NOTICE

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Date: |  |
|  | |  | |
| To: |  | Re: |  |
| *Parent/guardian/adult student* | | *Student name* | |

**The purpose of this prior written notice is to inform you that we are:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | proposing  refusing  *(Choose one)* | to | **2** | initiate  change  *(Choose one)* | a/an |

Mark all items below that apply:

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | referral  initial evaluation  eligibility category  IEP | | educational placement  reevaluation  disciplinary action that is a change of placement |
| Other (specify): |  | |

|  |
| --- |
| **Description of the proposed or refused action:** |
|  |
| **The reason we are proposing or refusing to take action is:** |
|  |
| **Description of any other options considered and rejected:** |
|  |
| **The reason(s) we rejected those options was:** |
|  |
| **A description of each evaluation procedure, test, record, or report we used or plan to use as the basis for taking this action is as follows** *(if initial evaluation or reevaluation, include the areas being assessed and the purpose)***:** |
|  |
| **Any other factors that are relevant to the action:** |
|  |

|  |  |  |
| --- | --- | --- |
| The action will be initiated on |  | . |

*Date*

Your child has procedural protections under IDEA. These protections are explained in the *Notice of Procedural Safeguards for Special Education Students and Their Families.* If this prior written notice is given to you (1) as part of your child’s initial referral for evaluation, (2) as part of a request for a reevaluation, or (3) as notice regarding disciplinary action that constitutes a change of placement, the procedural safeguards accompanies this notice. If a copy of the *Notice of Procedural Safeguards for Special Education Students and Their Families* isnotenclosedand you would like a copy, or you would like help in understanding the content, please contact:

|  |  |  |
| --- | --- | --- |
|  | at |  |
| *Name* |  | *Phone number* |

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